MOTIONS (Multi-Part)

Motions requesting more than one type of relief are often filed and are commonly referred to as "multi-part" motions.   The filing of multi-part motions is accomplished in much the same manner as other types of motions. Please note: after completing the filing process, the resulting docket text will list each selected motion event in *alphabetical order*. Thus, the text of the docket entry may not exactly reflect the title of the Motion. For example, a Motion for Relief from Stay with Prospective Relief or for Adequate Protection will result in docket text similar to:

> **Motion for Adequate Protection, Motion for Prospective Relief, Motion for Relief from Stay re: 12 Market Street, Trenton, NJ Filed by John Hughes on behalf of CitiGroup . Hearing scheduled for 11/18/2002 at 10:00 AM at Courtroom 8, Trenton - RTL. (Attachments: # (1) Certification # (2) Certification Why No Brief Is Necessary# (3) Certificate of Service # (4) Proposed Order) (Hughes, John)**

NOTE: Depending upon the type of motion you are docketing, you may be prompted to enter a brief description of the "nature of the motion." For example, while docketing a Motion To Avoid Liens, you will be asked to enter the name of the lienholder(s), e.g. Cendant Mortgage. Because you are filing a "multi-part" motion you may be prompted to enter information about some or all of the selected motions. For example, you may be asked to enter a "description of the property" for a Motion for Relief From Stay and a "Reason for Dismissal" if the same multi-part motion contains a request to Dismiss the Case.

CAUTION: DO NOT use the Motion (Generic) event to file Motions requesting common types of relief such as Dismissal, Conversion, Avoidance of Liens, etc.

The Motion (Generic) event may be utilized ONLY when there is *not* an appropriate type of motion in the motion category. To determine if an event exists which suits the type of relief you are requesting, please refer to the Event List .

STEP 1   Choose **Bankruptcy** or **Adversary** from main menu

STEP 2   Choose **Motions/Applications** category

STEP 3   Enter case number; click [NEXT]

STEP 4   Select the first motion being requested, scroll to the next motion type - press the **[CTRL]** key and highlight that motion. Continue this process for each subsequent

motion type; click [NEXT] when all motions have been selected

STEP 5 If this is a joint filing, place a check in the box; click [NEXT]. If this is not a joint filing, click [NEXT] to skip this screen

STEP 6 Select party or click [Add/create party]; click [NEXT]

☛ *TIP - If you have not been previously associated with the party in this case, you will be prompted to place a check in the box to create the association.*

STEP 7.a Click on the hyperlink for the Judge's calendar, determine the next possible hearing date and time; click [BACK]

STEP 7.b Enter the hearing date, time and location; click [NEXT]

STEP 8 Upload PDF file and any attachments, click [NEXT]

☛ *TIP - Supporting documents and proposed orders are uploaded during this event as ATTACHMENTS to the motion.*

STEP 9 Confirm case name and number; click [NEXT]

STEP 10 Docket text appears; review for accuracy, modify if appropriate; click [NEXT]

☛ *TIP - Text of docket entry <u>cannot </u>be modified from this screen; if modification is necessary use the [BACK] button on your browser.* ***THIS IS THE ONLY OPPORTUNITY TO MODIFY INFORMATION OR ABORT TRANSACTION***.

<u>SAMPLE DOCKET TEXT</u>

Motion for Adequate Protection, Motion for Prospective Relief, Motion for Relief from Stay re: 12 Market Street, Trenton, NJ Filed by John Hughes on behalf of CitiGroup . Hearing scheduled for 11/18/2002 at 10:00 AM at Courtroom 8, Trenton - MS. (Attachments: # (1) Certification # (2) Certification Why No Brief Is Necessary# (3) Certificate of Service # (4) Proposed Order) (Hughes, John)

STEP 11 **Notice of Electronic Filing** displays